



# EMPLOYEE DOCUMENTATION FORM

*Amal*

S.R.C. - Pipestone, MN U.S.A.

Name Nathan Ralls

Date: 7/27/08

### RECOGNIZING POSITIVE BEHAVIOR

- Outstanding Job Performance
- Extra Effort in Helping Others
- Exceptional Attention to Safety
- Exceptional Loyalty and Spirit
- Super Cooperation / Flexible Attitude
- Thank you for your contribution
- Went the Extra Mile
- Exceptional Quality
- Other (Explain below)

### CORRECTING EMPLOYEE BEHAVIOR

Progressive discipline generally will apply and all disciplinary actions will remain active for a period of one year. If a violation of any four rules of conduct occur within a twelve-month period it will result in employment termination. Disciplinary action may exceed the normal progression and may include termination depending on the severity of the infraction. **Absenteeism** - Absence without notification or excuse, excessive absenteeism/tardiness or extending rest periods will be disciplined separately from other Rules of Conduct.

- Verbal Warning
- Termination (Date 7/21/08)
- Written Warning
- Suspension ( \_\_\_\_\_ Total Days)
- Return to Work on (Date) \_\_\_\_\_ (Time) \_\_\_\_\_
- Attendance
- Insubordination
- Performance
- Behavior
- Quality of Work
- Policy Violation
- Cooperation
- Other (Explain below)
- Safety >>

*Attendance*

<b>SAFETY</b>
<input type="checkbox"/> Rule Violation
<input type="checkbox"/> Unreported Accident
<input type="checkbox"/> Negligence or Injured Other(s)
<input type="checkbox"/> Injury or Property Damage
<input type="checkbox"/> Repeat Offender

### EMPLOYEE IMPROVEMENT PLAN:

- Improve Attendance/Tardiness
- Change Shift / Job Assignment
- Improve Home Circumstances
- Re-Train/Review Policy
- Transportation / Car Pool
- Seek Employee Assistance
- Performance / Quality of Work
- Improve Cooperation / Attitude
- Other \_\_\_\_\_

My agreed "Performance Improvement Plan" is:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined. Should it be determined that my overall performance improvement does not meet expectations, further discipline may be required up to and including employment termination. I have read and received a copy of this documentation.

(Signature of Employee)

(Signature of Manager)

(Signature of Human Resources)

(Original returns to HR, Copy is given to the Employee)